

SOUTHERN CALIFORNIA



**ASSOCIATION of  
GOVERNMENTS**

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**Officers**

President

Gary Ovitt, San Bernardino County

First Vice President

Richard Dixon, Lake Forest

Second Vice President

Harry Baldwin, San Gabriel

Immediate Past President

Yvonne B. Burke, Los Angeles County

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Administration

Ronald O. Loveridge, Riverside

Community, Economic and

Human Development

Jon Edney, El Centro

Energy and Environment

Debbie Cook, Huntington Beach

Transportation and Communications

Alan D. Wapner, Ontario

**MEETING OF THE**

**ADMINISTRATION COMMITTEE**

**PLEASE NOTE CHANGE IN DATE, TIME  
and LOCATION**

**Thursday, May 8, 2008**

**9:00 a.m. – 9:30 a.m.**

**Ontario Convention Center  
2000 E. Convention Center Way  
Ontario, CA 91764  
(909) 937-3000**

***(Directions to Convention Center Attached)***

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Carmen Summers at 213.236.1984 or [summers@scag.ca.gov](mailto:summers@scag.ca.gov)

Agendas and Minutes for the Administration Committee are also available at:

[www.scag.ca.gov/committees/ac.htm](http://www.scag.ca.gov/committees/ac.htm)

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. If you require such assistance, please contact SCAG at (213) 236-1868 at least 72 hours in advance of the meeting to enable SCAG to make reasonable arrangements. To request documents related to this document in an alternative format, please contact (213) 236-1868.

**DIRECTIONS TO THE  
ONTARIO CONVENTION CENTER  
2000 EAST CONVENTION WAY  
ONTARIO, CA 91764  
909.937.3000  
800.455.5755**

**FROM LOS ANGELES**

*Go East on Route 10  
Exit Vineyard Avenue, turn right  
Go to third light – Holt Blvd., turn left  
Go to first light – Convention Center Parking  
Follow appropriate signs*

**FROM ORANGE COUNTY:**

*Go North on Route 57  
Go East on Route 10  
Exit Vineyard Avenue, turn right  
Go to third light – Holt blvd., turn left  
Go to first light – Convention Center Parking  
Follow appropriate signs*

**FROM PALM SPRINGS**

*Go West on Route 10  
Exit Holt Blvd. to Convention Center on right hand side  
Corner of Convention Center Way and Holt Blvd.  
Follow appropriate signs*

**FROM SAN DIEGO:**

*Go North on Route 15  
Go West on Route 10  
Exit Holt Blvd. to Convention Center on right hand side  
Corner of Convention Center Way and Holt Blvd.  
Follow appropriate signs*

## Administration Committee Membership

*Loveridge, Ronald, Chair*  
*Edney, Jon, Vice Chair*

*Riverside*  
*El Centro*

*Riverside County*  
*CEHD*

<b>Member</b>	<b>Representing</b>	<b>Affiliation</b>
Aldinger, Jim	Manhattan Beach	SBCCOG
Baldwin, Harry	San Gabriel	2 <sup>nd</sup> Vice President
Burke, Yvonne	Los Angeles	Past President
Clark, Margaret	Rosemead	EEC
Cook, Debbie	Huntington Beach	EEC
Dixon, Richard	Lake Forest	1 <sup>st</sup> Vice President
Lowenthal, Bonnie	Long Beach	TCC
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians	Appointed
McCallon, Larry	Highland	CEHD
Nowatka, Paul	Torrance	Appointed
O'Connor, Pam	Santa Monica	Appointed
Ovitt, Gary	San Bernardino	President
Parks, Bernard	Los Angeles	Appointed
Pettis, Greg	Cathedral City	CVAG
Roberts, Ron	Temecula	WRCOG
Ten, Mike	South Pasadena	TCC
Wapner, Alan	Ontario	SANBAG
Washburn, Dennis	Calabasas	EEC
Young, Toni	Port Hueneme	VCOG

*Last Update 01/22/08*

# ADMINISTRATION COMMITTEE

## AGENDA

### MAY 8, 2008

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**TIME PG#**

The Administration Committee may consider and act upon any of the items listed on the agenda, regardless of whether they are listed as information or action items.

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

*(Hon. Ron Loveridge, Chair)*

**2.0 PUBLIC COMMENT PERIOD** – Members of the public desiring to speak on items on the agenda, or items not on the agenda, but within the purview of the Council, must fill out and present a speaker's card to the Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty minutes.

**3.0 REVIEW and PRIORITIZE AGENDA ITEMS**

**4.0 CONSENT CALENDAR**

**4.1 Approval Items**

4.1.1 Minutes of April 3, 2008 Meeting Attachment 01

4.1.2 Contracts over \$250,000 Attachment 10

**4.2 Receive & File**

4.2.1 Contracts/Purchase Orders and MOUs between \$5,000 - \$250,000 Attachment 14

**5.0 ACTION ITEMS**

5.1 FY 2008-2009 Comprehensive Budget & Resolution Attachment 10 min 15  
*(Wayne Moore, CFO)*

**Recommended Action:**

Recommend the Regional Council  
Adopt Resolution #08-497-1 Approving  
the FY 2008-2009 Comprehensive Budget.

# ADMINISTRATION COMMITTEE

## AGENDA

MAY 8, 2008

	TIME	Pg#
6.0 <u>AUDIT SUBCOMMITTEE REPORT</u> (Hon. Paul Nowatka, Chair)		
7.0 <u>PERSONNEL SUBCOMMITTEE REPORT</u> (Hon. Richard Dixon, Chair)		
8.0 <u>DISTRICT EVALUATIONS SUBCOMMITTEE REPORT</u> (Hon. Larry McCallon, Chair)		
9.0 <u>INVESTMENT SUBCOMMITTEE REPORT</u> (Hon. Ronald Loveridge, Chair)		
10.0 <u>CONTRACTS SUBCOMMITTEE REPORT</u> (Hon. Paula Lantz, Chair)		
11.0 <u>INFORMATION ITEMS</u>		
11.1 <u>CFO Monthly Financial Report</u> (Wayne Moore, CFO)	Attachment	5 min 19
12.0 <u>STAFF REPORT</u>		
13.0 <u>FUTURE AGENDA ITEMS</u>		
Any Committee member or staff desiring to place items on a future agenda may make such request.		
14.0 <u>ANNOUNCEMENTS</u>		
15.0 <u>ADJOURNMENT</u>		

The next meeting of the Administration Committee will be held on June 5, 2008 in conjunction with the 2008 Regional Council Retreat at the Pacific Palm Conference Resort in the City of Industry Hills.



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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
ADMINISTRATION COMMITTEE

April 3, 2008

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MINUTES

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**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee held its meeting at the SCAG Offices, Downtown Los Angeles, CA. The meeting was called to order by Ron Loveridge, Chair, City of Riverside. There was a quorum.

**Members Present**

Burke, Yvonne  
Clark, Margaret  
Cook, Debbie  
Dixon, Richard  
Edney, Jon (**Vice Chair**)  
Nowatka, Paul  
O'Connor, Pam  
Ovitt, Gary  
Pettis, Greg  
Ten, Mike  
Washburn, Dennis  
Young, Toni

County of Los Angeles  
City of Rosemead  
City of Huntington Beach  
City of Lake Forest  
City of El Centro  
City of Torrance  
City of Santa Monica  
County of San Bernardino  
City of Cathedral City  
City of South Pasadena  
City of Calabasas  
City of Port Hueneme

**Members Not Present**

Aldinger, Jim  
Baldwin, Harry  
Lowenthal, Bonnie  
Masiel, Andrew  
McCallon, Larry  
Parks, Bernard  
Roberts, Ron  
Wapner, Alan

Manhattan Beach  
City of San Gabriel  
City of Long Beach  
Pechanga Band of Luiseno Mission Indians  
City of Highland  
City Los Angeles  
City of Temecula  
City of Ontario

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Hon. Ron Loveridge, Chair, City of Riverside, called the meeting to order at 9:05 a.m.

**2.0 PUBLIC COMMENT PERIOD**

There were no public comments.

**3.0 REVIEW and PRIORITIZE AGENDA ITEMS**

No agenda reprioritizations were made.

**4.0 CONSENT CALENDAR**

**4.1 Approval Items**

**4.1.1 Minutes of March 6, 2008 Meeting**

**4.1.2 Authorize Executive Director to enter into and Execute an MOU with SANBAG and RCTC for Section 5316/5317 (JARC/New Freedom)**

**4.1.3 Resolution #08-496-2 Renewing Bank of the West Line of Credit**

Hon. Toni Young commented on the \$5,000.00 renewal fee connected with renewing the line of credit, and recommended that staff try to negotiate a lower fee. Wayne Moore, CFO agreed to negotiate the cost prior to concluding the final agreement with the Bank.

**4.2 Receive & File**

**4.2.1 Contracts/Purchase Orders and MOUs between \$5,000 - \$250,000**

A motion was made to approve the Consent Calendar. Motion was seconded (Loveridge) and UNANIMOUSLY APPROVED.

**5.0 ACTION ITEMS**

**5.1 Adjustment to FY08 General Fund Budget**

Wayne Moore, CFO, provided a brief description of the FY08 General Fund Budget Adjustments. Three accounts were identified that will require adjustments to the budget:

- Certain payroll and bank fees associated with the cost of processing stipends.
- Training budget increases for the Southern California Leadership program.
- An increase in the stipends budget as required for additional meetings.

A motion was made (Young) to approve staff's recommendation. Motion was seconded (Ovitt) and UNANIMOUSLY APPROVED.

## 5.0 ACTION ITEMS-Continued

### 5.2 FY 07-08 OWP Budget Amendment 3

Wayne Moore, CFO, provided a brief overview of the OWP's Third Amendment. A Third Amendment is required to add new projects to the FY07-08 Overall Workplan (OWP). The project additions are:

- Harbor Subdivision Analysis
- Los Angeles County Congestion Pricing
- South Bay Route Corridor Study
- Goods Movement Project Management

Mr. Moore also explained that there are required administrative fund allocation revisions included in the Amendment 3. The Amendment will not require an increase to the FY07-08 OWP budget.

Hon. Dennis Washburn asked what would be the outcome of the congestion pricing study.

Mr. Hasan Ikhata, Executive Director explained that both agencies, SCAG and the LACMTA have a common interest in developing congestion pricing strategies elements to bring more funds to the region. SCAG and LACMTA are seeking to partner together to fund this one year initiative.

A motion was made (Young) to approve the FY 07-08 OWP Budget Amendment 3. Motion was seconded (Ovitt) and UNANIMOUSLY APPROVED.

### 5.3 FY09 Proposed General Fund Budget

Wayne Moore, CFO, summarized the recommendation for the Administration Committee to adopt and forward the proposed FY09 General Fund budget to the Regional Council (RC). SCAG's By-Laws requires that the RC adopt an Association budget (General Fund) at least 30 days prior to the annual meeting. The General Fund supports activities not eligible for grant reimbursement. Most of the General Fund funding comes from member dues, which will amount to \$1,590,419 in FY09.

Hon. Jon Edney commented on the exorbitant cost associated with business operations (i.e., printing, mailings & postage). Mr. Edney recommended that staff look at ways to decrease those operating cost. Mr. Ikhata and Mr. Moore agreed and expressed similar concerns and commented that certain printing related budget items had been reduced by 70%. SCAG is looking into digital alternatives to disseminate information.



Hon. Ron Loveridge commented on the Legislative budget being twice as much for the Federal Lobbyist than for the State Lobbyist. Mr. Ikhata stated that in the new fiscal year, SCAG will have an opportunity to revisit that item and make the required changes.

A motion was made (Edney) to approve the FY09 Proposed General Fund Budget. Motion was seconded (Ovitt) and UNANIMOUSLY APPROVED.

## **5.0 ACTION ITEMS-Continued**

### **5.4 Harbor Subdivision Alternative Analysis**

#### **Recommended Action:**

Authorize the Executive Director or his designee to execute in substantial form the MOU with Los Angeles County MTA regarding the Harbor Subdivision Alternatives Analysis.

A motion was made (Young) to approve staff's recommendation. Motion was seconded (Ten) and UNANIMOUSLY APPROVED.

### **5.5 Congestion Pricing Operating Plan for Los Angeles County**

SCAG staff summarized the recommendation to pursue further studies of region-wide congestion pricing strategies, including as part of the LACMTA Congestion Pricing Operating Plan. An execution of the MOU will provide \$500,000 to LACMTA in FY 2007/2008.

Hon. Washburn asked if the analysis would include VMT and other regional pricing strategies.

Mr. Ikhata replied that SCAG's study would provide input on VMT fees and regional strategies. However, he indicated that he was not sure if the LACMTA Plan would include those studies.

Further discussion ensued regarding the controversy that is certain to arrive from the studies. Hon. Washburn recommended staff pursue mediation and other negotiation assistance to resolve the issues in advance.

Ms. Annie Nam, Manager of Transportation Finance & Goods Movement responded to Hon. Washburn's inquiry regarding the stakeholder outreach process. Ms. Nam stated that both the Los Angeles County and SCAG would establish a policy and steering committee to handle the alternative pricing issues.

Hon. Yvonne Burke commented on the reduction of funding for congestion pricing nationwide and that it may no longer be a priority. However, she will accept the \$500,000 cost for the study at this time.

Hon. Margaret Clark expressed concern over the \$500,000 program in light of staff salary cuts at SCAG and opposed staff's recommendation.

A motion was made (Young) to approve staff's recommendation. Motion was seconded (Dixon). Motion passed, with Hon. Clark in opposition.

5.6 Central County Corridor  
Major Investment Study  
*(Philip Law, SCAG)*

**Recommended Action:**

Authorize the Executive Director or his designee to execute in substantial form the agreement with OCTA regarding the Central County Corridor Major Investment Study.

A motion was made (Dixon) to approve staff's recommendation. Motion was seconded (Washburn) and UNANIMOUSLY APPROVED.

5.7 Amendments Greater than \$75,000 (Aggregate Value)

**Recommended Action:**

Approve Contracts: Fregonese Calthorpe Associates; Cambridge Systematics.

A motion was made (Young) to approve staff's recommendation. Motion was seconded (Loveridge) and UNANIMOUSLY APPROVED.

5.8 Request for Payment for Additional Stipends

Hon. Gary Ovitt gave a brief overview of his authority to approve payment of additional stipends, as well as the need to obtain Regional Council approval for stipend requests above nine per month. At Hon. Ovitt's request, several committee members provided comments concerning Hon. Alan Wapner's request for payment of additional stipends for the month of February 2008.

Hon. Dixon commented on Hon. Wapner's commitment and service to the SCAG region and acting as SCAG's ambassador. Hon. Dixon stated that it is appropriate to approve the additional stipends request.

Hon. Young commented that five out of the eligible six (6) stipends were paid; however, there are certain events listed that are not eligible for stipends. Hon. Young recommended that President, Gary Ovitt authorize and approve the remaining three stipends, making it a total of eight (8) for the month of February 2008.

Hon. Ovitt agreed to exercise his authority and approve the remaining three (3) stipends.

A revised motion was made (Young) to approve the stipends requests for RC Member Wapner up to the President's authority: of two (2) additional per diem stipends, for a total of eight stipends. Motion was seconded (Clark) and UNANIMOUSLY APPROVED.

## **SUBCOMMITTEE REPORTS**

### **8.0**

#### **8.1 District Evaluations Process and Recommendations**

Hon. Young, as Vice Chair of the District Evaluations Subcommittee, gave the report. She reported that as a result of a five-month process, the Subcommittee reviewed the current configuration of the RC Districts, and how it was the goal to have the districts within a population range of 200,000 to 300,000 people as well as maintain a community of interest. Based upon the approach, the Subcommittee was recommending the establishment of two new districts -- one in Riverside County (District # 66) and one in Los Angeles County (District #67 ) as well as recommending changes to the current composition of RC districts. One of the changes involved moving Newport Beach from District #14 to District #15. This would mean that Irvine would be the only city in District #14. Hon. Young noted that the Subcommittee felt that this was in the best interest of the agency, and would lead to representation on both District #14 and District # 15 since the cities in #15 are currently not SCAG members. She thanked SCAG staff and Joann Africa, Deputy Legal Counsel in particular. Ms. Africa, in turn, thanked the Subcommittee as well as the subregional organizations for their participation and input, and noted that under the SCAG process, this district evaluation process occurs every 5 years. Hon. Edney further noted that with the additional two RC Districts, the Regional Council is now at the maximum number allowed under the Bylaws, and that in all likelihood, the next time this process occurs, SCAG will need to increase the number of districts and /or increasing the population range. Being that there was no objection, the Administration Committee thereafter unanimously supported the recommendations of the District Evaluations Subcommittee as detailed in the report.

### **10.0 CONTRACTS SUBCOMMITTEE REPORT**

Hon. Young member of the Contracts Subcommittee reported on the issues that the Contract Subcommittee plan to discuss at the next meeting on April 16, 2008. Hon. Young highlighted the following issues:

- The practice of including the budget in the Request for Proposal (RFP), which leads to bidders to bid to the budget. The Subcommittee will look at an alternative.

- The use of Master Service Agreements (MSA's) which allows SCAG to piggy back on the state or local entity's procurement without further competition. The Subcommittee will determine if there should be a ceiling on the use of MSA's.
- The 30% rule in Section 1.4.4 of the SCAG Contract Manual. This allows contracts to be increased up to 30% of the contract's original amount. The Subcommittee will clarify if the larger dollar contracts should have a different percentage increase ceiling.

## **11.0 INFORMATION ITEMS**

### **11.1 FY 08-09 Comprehensive Budget**

Hasan Ikhata, Executive Director stated that the budget is now balanced. Mr. Ikhata reported on the 26 staff reductions that was necessary to balance the budget and pointed out that the reductions were based on economic reasons, not performance. Mr. Ikhata referred members to Debbie Dillon, HR Director if they wished to receive a copy and keep confidential the list of impacted employees. Mr. Ikhata mentioned the three-year business plan, and promised to seek other fund resources to ensure that the budget remain balanced in the upcoming year.

### **11.2 CFO Monthly Financial Report**

Wayne Moore, CFO highlighted two items from the CFO report:

- Dues Assessment was computed for FY09. Three new member cities have been added: Chino Hills, Mission Viejo and San Jacinto and the San Bernardino Council of Governments. The total dues assessed is \$1,590,419, 4.2% higher than the FY 08 amount of \$1,444,366. The dues assessment report will be submitted to the General Assembly in May as part of the General Fund budget for FY09.
- SCAG's Irrevocable Trust account at CalPERS was opened and activated. SCAG made its first deposit on behalf of the retiree medical liability.

## **12.0 STAFF REPORT**

There was no staff report given.

## **13.0 FUTURE AGENDA ITEMS**

None made.

## **14.0 ANNOUNCEMENTS**

Hon. Gary Ovitt expressed his gratitude for the hospitality afforded him from the Orange County COG members and the Imperial Valley Association of Governments members, during his State of the Region tour. Hon. Ovitt stated that he plans to visit more of the member cities before the end of his term.

**15.0 ADJOURNMENT**

The next meeting of the Administration Committee  
will be held on Thursday, May 8, 2008 at the Ontario Convention Center.

Minutes Approved by:



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Wayne Moore, Chief Financial Officer  
Staff to the Administration Committee

# ADMINISTRATION COMMITTEE ATTENDANCE REPORT

Member (including Ex-Officio) Last Name, First Name		Representing	X = County Represented						X = Attended			= No Meeting					NM = New Member		
			IC	LA	OC	RC	SB	VC	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Aldinger, Jim*		Manhattan Beach		X						X	X								
Baldwin, Harry*		San Gabriel		X						X	X								
Burke, Yvonne*		Los Angeles County		X						X	X								
Clark, Margaret*		Rosemead		X						X	X								
Cook, Debbie*		Huntington Beach			X					X	X								
Dixon, Richard*		Lake Forest			X					X	X								
Edney, Jon* Vice Chair		El Centro	X							X	X								
Loveridge, Ronald, Chair*		Riverside					X			X									
Lowenthal, Bonnie		Long Beach		X															
Masiel, Andrew*		T.A.S.I.N.						X											
McCallon, Larry*		Highland						X			X								
Nowatka, Paul*		Torrance		X						X	X								
O'Connor, Pam*		Santa Monica		X						X									
Ovitt, Gary*		San Bernardino County						X			X	X							
Parks, Bernard*		Los Angeles		X							X								
Pettis, Gregory*		Cathedral City					X			X			X						
Roberts, Ron*		Temecula					X				X								
Ten, Mike*		South Pasadena								X	X								
Wapner, Alan*		Ontario						X		X	X								
Washburn, Dennis*		Calabasas		X						X	X								
Young, Toni *		Port Hueneme								X	X								
Totals			1	11	1	3	4	1											

\* Regional Council Member

# REPORT

**DATE:** May 8, 2008  
**TO:** Administration Committee and Regional Council  
**FROM:** Leyton Morgan, Manager of Contracts  
**SUBJECT:** Contracts Over \$250,000

**EXECUTIVE DIRECTOR'S APPROVAL:**



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## RECOMMENDED ACTION:

Approve

Practices

## BACKGROUND:

ACS

Apple One Employment Services, Inc.

Helpmates Staffing Services

Microlink Enterprise, Inc.

PMC

Sapphire Technologies

(Three year temporary employment services bench contract)

**\$930,000**

Maximum Total Not-To-Exceed

Dell, Inc.

(Three-year agreement to purchase desktop computers, laptops, server hardware and software, as well as accessories)

**\$475,000**

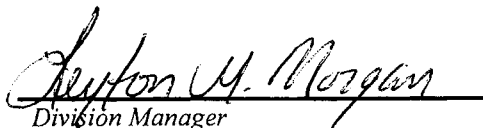
Maximum Total Not-To-Exceed

## FISCAL IMPACT:

The FY 09 cost associated with the temporary employment services bench contract is captured in FY 09 OWP Project Number 09-810.SCG-00120.04. FY 10 and FY 11 cost will be included in the OWP for those years.

The cost associated with the computer purchase is captured in FY 08 OWP Project Number 08-800.SCGS09, and in FY 09 OWP Project Number 08-810-SCG00120.05.

Reviewed by:

  
Division Manager

Reviewed by:

  
Chief Financial Officer

## **PURCHASE ORDER CONTRACT**

**Recommended  
Vendor:**

Dell, Inc.

**Scope of Work:**

In June 2005, the Regional Council approved a staff recommendation to select Dell, Inc. as the standard provider of personal computer (PC) and server hardware and software. SCAG's three-year lease agreement with Dell for desktops, laptops, software and accessories expires on October 1, 2008. Staff requests authorization to:

1. Continue to standardize on Dell computer equipment; and
2. Purchase Dell desktops, laptops and server equipment and related software as required, in an amount not to exceed \$475,000, for the period May 8, 2008 - June 30, 2010, using the Western States Contracting Alliance Master service Agreement (MSA - An MSA is a state and/or local intergovernmental agreement that allows SCAG to use a state or local entity's procurement without further competition. The SCAG Contracts Manual allows staff to procure goods and services using MSA's.)

**Background**

As previously state, in June of 2005, SCAG awarded a contract to Dell and standardized related computer hardware and software on Dell. Based on SCAG staff's recent analysis, Dell remains the best value based on customer service, technology and price. Therefore staff recommends the Board authorize staff to continue to standardize on Dell computer equipment. Although staff recommends Dell as the standard, staff will continue to monitor the computer marketplace and may revise the standard to maximize opportunities for technological advances, support improvements, and cost savings.

Staff is requesting authorization at this time in order to accommodate lead time required to have new computer equipment in place by October 1, 2008 when the computer lease expires, and to leverage the use of FY 08 funding that will not be available in FY 09.

**PO Amount:**

**Total not to exceed** **\$475,000**

FY '08 includes equipment, software and maintenance	\$225,000
FY '09 includes equipment, software and maintenance	\$125,000
FY '10 includes equipment, software and maintenance	\$125,000

**PO Authorization  
Period:**

May 8, 2008 - June 30, 2010

**Work Element:**

08-800.SCGS09  
08-810-SCG00120.05

Funding Sources: Consolidated  
Planning Grant - FHWA and TDA



**Selection Process:**

In accordance with the SCAG Contracts Manual (reference to 49 CFR 18.36), SCAG staff could have simply awarded the purchase order to Dell, because they are an approved vendor through the Western States Contracting Alliance (WSCA) MSA. However, to help ensure SCAG received the best value for this purchase, staff evaluated Dell against two other vendors in the computer marketplace: Hewlett Packard (HP) and Lenovo. HP, Lenovo and Dell are the only vendors ranked in the top-tier “Magic Quadrant” for Global Enterprise Desktop PCs by Gartner Group, the leading IT research firm.

Each vendor was asked to provide product and support information and best pricing for computer models, monitors and bundled software that met minimum hardware and software specifications provided by SCAG.

The selection committee was comprised of the following individuals:

- Catherine Chavez, Manager, Information Technology, SCAG
- Victor Ryden, Lead Systems Admin., Information Technology, SCAG
- Kurt Walker, Senior Systems Admin., Information Technology, SCAG
- Van Nguyen, Sr. Business Systems Analyst, Information Technology, Sapphire

The selection committee reviewed all quotes and determined that Dell delivered the best value based on a combination of factors, including product features, customer support, and price. Quoted prices are as follows and include monitors and tax:

Manufacturer	High-End Desktop	Standard Desktop	Laptop
Dell	\$1,765	\$1,061	\$1,525
HP	\$2,322	\$1,277	\$1,400 + cost of docking station
Lenovo*	\$1,430	\$1,125	\$1,276 + cost of docking station

- \* Although Lenovo quoted the lowest prices for high-end desktops and laptops, their quotes were based on lower hardware specifications than Dell's or HP's. Lenovo did not respond to follow-up requests from SCAG to modify its quotes.

**Basis for Selection:**

The following were the criteria used to evaluate the three vendors:

1. **Technology** – All vendors were required to offer advanced technology for laptop, PC and server equipment and provide stable hardware configurations during an extended period of time
2. **Support and customer service** – All vendors were required to offer reliable product support and customer service
3. **Cost** – All vendors were required to offer reasonable costs

According to SCAG's market research, Dell is expected to continue to provide high quality products and high levels of customer support. Conclusively, SCAG recommends utilizing the WSCA contract through the state of California's Master Services Agreement (MSA) to purchase Dell equipment for the next three-year period.

# MEMO

**DATE:** May 8, 2008  
**TO:** Administration Committee and  
Regional Council  
**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov  
**SUBJECT:** Amendments, Contracts and Purchase Orders between \$5,000 - \$250,000

## RECOMMENDED ACTION:

Information Only

## BACKGROUND:

### SCAG executed the following contracts between \$5,000 and \$250,000

None


### SCAG executed the following Purchase Orders(PO's) between \$5,000 and \$250,000

<u>Vendor</u>	<u>PO Purpose</u>	<u>PO Amount</u>
Xerox Corp.	Copier printing and lease	\$25,471
South Coast AQMD	SCAG Agreement for AQMD white paper	\$25,000
County of San Bernardino	County of San Bernardino expense reimbursement	\$15,000
AT & T	Renewal of Cisco Phase 3 maintenance agreement	\$12,038
Typecraft Wood & Jones, Inc.	Printing of Legislative Reference Guide	\$7,308
County of Ventura	Gartner Core Research renewal	\$6,320
Hasler, Inc.	Folding machine for Repro-graphics	\$5,733
Dell Marketing	ECM Web Server	\$5,040

## FISCAL IMPACT:

None. Funding is available.

**Reviewed by:**   
Division Manager

**Reviewed by:**   
Chief Financial Officer


# REPORT

**DATE:** May 8, 2008

**TO:** Administration Committee  
Regional Council

**FROM:** Wayne Moore, Chief Financial Officer, [moore@scag.ca.gov](mailto:moore@scag.ca.gov), (213) 236-1804

**SUBJECT:** Final Adoption of Fiscal Year 2008-09 Comprehensive Budget & Resolution

**EXECUTIVE DIRECTOR'S APPROVAL:** 

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## RECOMMENDED ACTION:

Adopt the FY2008-2009 Overall Work Program and Resolution #08-495-1 (attached) which authorizes this action and submittal of the OWP to Caltrans and other funding agencies as necessary for approval.

## SUMMARY:

In September 2007, the RC adopted the FY 2008-2009 OWP preparation schedule and SCAG management released project scopes and prioritization criteria. The budget was developed to focus resources on SCAG's legally mandated transportation planning activities and other commitments while balancing these commitments with available funding from our federal and state partners. The FY09 budget responds to the \$5 million reduction in funding capacity (compared to FY08) and begins the process of preparing for the expected reduction in federal funding for MPOs in FY10. Thus, the FY09 budget reflects reduced SCAG staffing, and reduced consultant services for SCAG and its subregions.

On March 6, 2008, the Regional Council approved the draft FY 2008-2009 Comprehensive Budget which included the OWP. That same day, the FY 2007-2008 OWP was released for public review and comment. Comments were due on April 5, 2008. During the comment period, comments were received from several subregions and on April 14, 2008, a comment letter was received from Caltrans. Based on all comments received, the OWP has been revised. The final OWP document meets all applicable federal and state requirements.

## BACKGROUND:

The OWP contains several sources of revenue. The major source is the Consolidated Planning Grant (CPG) which is the primary revenue source used to meet SCAG's MPO requirements and addresses the Federal Planning Emphasis Areas (PEA's) of Federal and State Departments of Transportation. A significant non-CPG grant is the California Department of Transportation for Blueprint Planning Studies grant.

# REPORT

A breakout of the FY08-09 program revenues and expenditures are listed below:

**Table 1 – Comparison of Revenues – Draft OWP vs. Final OWP**

REVENUES	DRAFT OWP	FINAL OWP	Incr (Decr)
CPG	32,114,539	32,523,953	409,414
FTA 5304	692,950	730,149	37,199
State - other	657,933	1,762,936	1,105,003
TDA	987,206	949,817	(37,389)
In-kind Commitments	3,529,006	3,807,163	278,157
Local Other	188,338	287,175	98,837
Total	38,169,972	40,061,193	1,891,221

**Table 2 – Comparison of Expenditures – Draft OWP vs Final OWP**

EXPENDITURES	DRAFT OWP	FINAL OWP	Incr (Decr)
SCAG Operations	23,255,557	23,091,330	(164,227)
SCAG Consultants	8,943,412	10,717,371	1,773,959
Subregional Staff	45,500	145,500	100,000
Subregional Consultants	2,369,149	2,287,989	(81,160)
In-kind Commitments	3,544,514	3,807,163	262,649
Local Other	11,840	11,840	-
Total	38,169,972	40,061,193	1,891,221

The change from the draft OWP to the final OWP submittal totals \$1,891,221. This was mainly due to: two new grants (Blueprint 3<sup>rd</sup> year and Rising Stars In Transit), appropriation of increased carryover and additional local matching funds.

## FISCAL IMPACT:

The OWP is the instrument that allows SCAG to manage projects and budgets. Approval of this document will continue the flow of federal planning funds for FY 2008-2009.

Reviewed by:

*Basil Penas by Ricardo Alvarez*  
Division Manager

Reviewed by:

*[Signature]*  
Chief Financial Officer



## ASSOCIATION of GOVERNMENTS

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## RESOLUTION NUMBER 08-495-1 RESOLUTION OF THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS TO APPROVE AND ADOPT THE FISCAL YEAR 2008-2009 COMPREHENSIVE BUDGET

**WHEREAS**, the Southern California Association of Governments (SCAG) is the Metropolitan Planning Organization (MPO) for six counties: Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial;

**WHEREAS**, SCAG has developed the Fiscal Year (FY) 2008-2009 Comprehensive Budget that includes the following budget components: the General Fund, Overall Work Program (OWP), Indirect Cost Budget (ICAP), and the Fringe Benefit Budget;

**WHEREAS**, the OWP is the basis for SCAG's annual activities;

**WHEREAS**, in conjunction with the Overall Work Program Agreement and Master Fund Transfer Agreement, the OWP constitutes the annual funding contract between the State of California Department of Transportation (Caltrans) and SCAG for Consolidated Planning Grant (CPG) funding; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Regional Council of the Southern California Association of Governments, that the Regional Council does hereby approve and adopt the FY 2008-2009 Draft Comprehensive Budget.

### BE IT FURTHER RESOLVED THAT:

1. The Regional Council hereby authorizes submittal of SCAG's approved FY 2008-2009 OWP to the participating State and Federal agencies;
2. The Regional Council hereby authorizes submittal of SCAG's approved FY 2008-2009 ICAP to the participating State and Federal agencies;
3. The Regional Council authorized release of SCAG's approved FY 2008-2009 Draft OWP for a thirty-day public comment period on March 6, 2008, and all comments have been addressed and incorporated into the final budget;
4. The Regional Council hereby authorizes submittal of SCAG's approved FY 2008-2009 General Fund budget to the General Assembly;
5. SCAG pledges to pay or secure in cash or services, or both, the matching funds necessary for financial assistance;
6. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby designated and authorized to submit the FY 2008-

The Regional Council is comprised of 75 elected officials representing 187 cities, six counties, four County Transportation Commissions, and a Tribal Government representative within Southern California.

2009 OWP, and to execute all related agreements and documents on behalf of the Regional Council, to implement purposes of this Resolution;

7. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to make and submit to funding agencies, the necessary work program and budget modifications to the FY 2008-2009 OWP based on actual available funds, and to draw funds as necessary on a letter of credit or other requisition basis;
8. The Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to make administrative changes required to implement the FY 2008-2009 OWP.

APPROVED AND ADOPTED by the Regional Council of the Southern California Association of Governments at a regular meeting this 8th day of May, 2008.

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GARY OVITT  
President  
Supervisor, County of San Bernardino

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Hasan Ikhata  
Executive Director

Attest:

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Joe Burton  
SCAG Chief Legal Counsel

# MEMO

**DATE:** May 8, 2008

**TO:** Administration Committee and Regional Council

**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov

**SUBJECT:** CFO Monthly Report

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## **Accounting:**

During the month of March, the Accounting department began working on its part of an agencywide disaster recovery plan. Staff is identifying mission-critical processes and the infrastructure and support they require. Next, the trade-off between cost and timeliness of recovery will be evaluated.

SCAG renewed its \$5 million line of credit with Bank of the West (BOW) through February 28, 2009. This gives the agency a ready source of cash in the unlikely event of a complete depletion of our financial resources. Pursuant to Administration Committee direction, staff entered into negotiations with BOW regarding the \$5,000 fee. These were not fruitful as BOW had already absorbed the legal fees in connection with the set-up of the LOC. It should be noted that the term of this renewal covers fourteen months as opposed to the customary twelve. This represents an implicit reduction of the \$5,000 renewal fee.

## **Budget and Grants:**

The annual meeting with MPO's, Caltrans and FHWA was held on April 16, 2008 to address FY09 OWP comments from these funding partners. Staff responded with comments to Caltrans' proposed new guidelines for submission of Indirect Cost Allocation plans. SCAG's plan for FY 2008-09 was submitted on April 25, 2008. Staff began collecting data to implement a three-year revenue expense forecast for the agency. A draft forecast will be reviewed with Executive Management in May.

## **Contracts:**

During the month of March, the contracts department awarded 2 contracts, and issued 4 Request for Proposal (RFP). Staff also administers 70 consultant contracts and 13 Continuing Cooperative Agreements.

Staff continues their efforts to obtain reduced pricing on the goods and services they procure. Accordingly, in March 2008, staff saved the agency approximately \$20,800 by taking the following actions:



# MEMO

- Staff (Lori Grebbien) obtained \$15,500 in reduced pricing on a professional services contract involving IT Disaster Recovery and Data Center Planning and Implementation, by removing the budget form the RFP and working with the Project Manager to create a detailed specification that bidders could bid on without exceeding the budget.
- Staff (Ranjini Zucker) obtained \$5,000 in reduced pricing on the Imperial County Arial Imagery contract by negotiating the price down.
- Staff (Ted Dorjee) obtained \$300 in reduced pricing on the Google Earth License Renewal contract by negotiating the price down.

It is worth noting that to date contract staff has saved the agency approximately \$71,000.

Lastly, as part of its on-going strategy to increase competition, Contracts staff attended the 2008 Transit Summit and the 2008 Greater Los Angeles Vendor Fair to market SCAG's contracting opportunities, for the purpose of registering new vendors into SCAG's bid notification database (the more bidders in the database the greater the likelihood of increased competition).

Submitted by:

  
Chief Financial Officer

# SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

## EXPENDITURE REPORT

NINE MONTHS ENDED MARCH 31, 2008

75% OF FISCAL YEAR ELAPSED

	Adopted Budget	Amendment #1	Budget after Amendment #1	Amendment #2	Budget after Amendment #2	Amendment #3	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1 Staff & Fringe Benefits	48,083		48,083		48,083		48,083	11,287	-	36,796	23%
2 9914 Indirect Costs	51,771		51,771		51,771		51,771	12,736	-	39,035	25%
3 54300 SCAG Consultants	320,000		320,000		320,000		320,000	172,228	147,773	-	100%
4 54340 Legal costs	200,000		200,000		200,000		200,000	97,494	12,506	90,000	55%
5 55441 Payroll, bank fees	-		-		-		6,500	4,517	-	1,983	69%
6 55600 SCAG Memberships	33,000		33,000		33,000		33,000	8,289	5,000	19,711	40%
7 55820 Training	50,000		50,000		50,000		50,000	2,500	49,988	12	100%
8 55910 RC/Committee Meetings	22,000		22,000		22,000		22,000	7,545	-	14,455	34%
9 55912 RC Retreat	25,000		25,000		25,000		25,000	-	-	25,000	0%
10 55914 RC General Assembly	25,000		25,000		25,000		25,000	3,900	18,100	3,000	88%
11 55920 Other Meeting Expense	60,000		60,000		60,000		60,000	47,441	4,754	7,805	87%
12 55930 Miscellaneous other	49,800		49,800		49,800		49,800	41,932	7,868	(0)	100%
13 55940 Stipend - RC Meetings	130,000		130,000		130,000	20,000	150,000	120,950	-	29,050	81%
14 55972 Rapid Pay Fees	1,000		1,000		1,000		1,000	849	-	151	85%
15 55980 Reserve	330,000		330,000		330,000	(29,000)	301,000	25,000	-	276,000	8%
16 56100 Printing	7,500		7,500		7,500		7,500	-	-	7,500	0%
17 58100 Travel	56,000		56,000		56,000		56,000	25,887	-	30,113	46%
18 58150 Travel - Lodging over max	5,000		5,000		5,000		5,000	2,717	-	2,283	54%
19 58200 Travel - Registration fees	5,000		5,000		5,000		5,000	5,000	-	-	100%
20 58600 NARC Board Expense	3,500		3,500		3,500		3,500	-	-	3,500	0%
21 58700 RC Approved Costs	18,000		18,000		18,000		18,000	4,933	-	13,067	27%
22 58800 RC Sponsorships	116,500		116,500		116,500		116,500	15,350	13,000	88,150	24%
23 <b>Total General Fund</b>	<b>1,557,154</b>	<b>-</b>	<b>1,557,154</b>	<b>-</b>	<b>1,557,154</b>	<b>-</b>	<b>1,557,154</b>	<b>610,555</b>	<b>258,989</b>	<b>687,610</b>	<b>56%</b>
24											
25 Staff & Fringe Benefits	10,323,466	(22,225)	10,301,241	345,668	10,646,909	-	10,646,909	7,808,341	104,004	2,734,564	74%
26 9914 Indirect Costs	10,792,214	37,909	10,830,123	832,815	11,662,938	-	11,662,938	8,463,043	-	3,199,895	73%
27 54300 SCAG Consultants	12,826,884	(3,000)	12,823,884	(922,274)	11,901,610	244,192	12,145,802	2,891,485	4,037,732	5,216,585	57%
28 54330 Subregional Consultants	2,756,488	235,000	2,991,488	864,784	3,856,272	(307,326)	3,548,946	391,832	1,129,102	2,028,011	43%
29 54400 Subregional Contracts	514,710	15,000	529,710	123,306	653,016	17,500	670,516	38,457	340,253	291,806	56%
30 55280 Third Party Contribution	3,769,842	(25,264)	3,744,578	377,871	4,122,449	(37,550)	4,084,899	1,432,401	-	2,652,498	35%
32 55930 Miscellaneous - other	701,000		701,000		701,000	-	701,000	461,095	24,835	215,070	69%
33 56100 Printing	108,000	55,000	163,000		163,000	-	163,000	61,954	10,258	90,789	44%
34 58100 Travel	199,000	6,000	205,000	(3,000)	202,000	-	202,000	108,311	-	93,689	54%
36 <b>Total Other Funds</b>	<b>41,991,604</b>	<b>298,420</b>	<b>42,290,024</b>	<b>1,619,170</b>	<b>43,909,194</b>	<b>(83,184)</b>	<b>43,826,010</b>	<b>21,656,920</b>	<b>5,629,023</b>	<b>16,540,067</b>	<b>62%</b>
37											
38 <b>Grand Total</b>	<b>43,548,758</b>	<b>298,420</b>	<b>43,847,178</b>	<b>1,619,170</b>	<b>45,466,348</b>	<b>(83,184)</b>	<b>45,383,164</b>	<b>22,267,475</b>	<b>5,888,012</b>	<b>17,227,677</b>	<b>62%</b>